



UNITED STATES MARINE CORPS  
TRAINING AND EDUCATION COMMAND  
1019 ELLIOT ROAD  
QUANTICO, VIRGINIA 22134-5027

IN REPLY REFER TO:

1533

C46JR

25 MAR 2015

MCJROTC POLICY LETTER 1-15

From: Director, Marine Corps Junior Reserve Officers' Training  
Corps (MCJROTC)  
To: Distribution

Subj: MCJROTC LOCAL BUSINESS RULES FOR DEFENSE TRAVEL SYSTEM (DTS)

Ref: (a) Joint Travel Regulations

1. Per the reference, effective immediately, all civilians requesting travel authorization in DTS may lodge in a centralized location, if performing mission requirements in multiple Temporary Duty (TDY) locations within the same geographic area.

2. Travelers that lodge at a centralized location will normally acquire lodging utilizing the lowest per diem rate of the various TDY locations in the same geographic area. In instances where that adversely affect the mission, another location may be used but must be justified in the TDY request and approved by the organization's Approval Official prior to execution. Centralized lodging or actuals should not be acquired or used for the traveler's convenience.

4. Instances, due to circumstances beyond the traveler's control, where the Government or lowest lodging per diem rate is not available and seeking a location that will provide that rate will adversely affect the mission Approving Officials may authorize up to 175% of the Government Rate. Rates in excess of the 175% but not more than 300% must be approved, in advance, by the Director MCJROTC.

5. For accountability and audit purposes, travelers will provide in their travel request, a detailed itinerary of locations and accurate estimates of all travel expenses, utilizing the most cost effective means of travel to meet the mission.

6. The point of contact for this Policy Letter is the Director, MCJROTC, Mr. Robert G. Oltman at (703)784-3706 or robert.oltman@usmc.mil.

  
R. G. OLTMAN

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MCJROTC Employees